

UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #2004-02

POSITION: Local Area Network Administrator

LOCATION: Washington, DC

Opening Date: February

Closing Date:

Open until filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 28 (\$46,435 - \$75,522) DOQ

POSITION OVERVIEW

The position is located in the Clerk's Office, United States District Court for the District of Columbia (USDC – DC). The incumbent serves as the Local Area Network Administrator for USDC – DC's Office of Information Technology (OIT) and reports to the Director of OIT. The qualified individual's primary responsibility is to support and maintain the local area network (LAN) and data communication including routers, switches, and cabling as well as limited responsibility of the wide area network (WAN).

DUTIES AND RESPONSIBILITIES

Monitors and maintains the LAN hardware and software and ensures the integration and performance of all LAN components.

Maintains the security and integrity of all LAN systems, including passwords, virus protections, and backups.

Analyses and resolves operational problems, including troubleshooting LAN hardware and software.

Manages and administers the day-to-day operations of the USDC – DC's LAN, including such activities as creating new accounts; issuing passwords; installing and upgrading LAN software; maintaining, verifying, and logging accurate LAN backups; and monitoring and troubleshooting LAN architecture.

Develops and maintains policies, plans, procedures, and technical documentation for all LAN/WAN processes, configurations, software, and hardware including security, disaster recovery operations, and other technical documentation regarding the LAN/WAN operations.

Researches and evaluates new LAN/WAN technologies and makes specific recommendations to adopt the new technologies or changes in the existing LAN/WAN operating policies and procedures in written proposal.

Plans, installs, configures, and tests new LAN equipment and LAN software, hardware, and peripherals.

Coordinates the installations, modifications, and upgrades to equipment and cabling with internal customers, vendors, and contractors.

Manages and administers the day-to-day operations of remote access services including the Microsoft Terminal Server and the MetaFrame Citrix application for internal customers' laptops and/or desktop computers.

Performs other duties as assigned.

Factor 1, Job Requirements:

The Local Area Network Administrator must possess excellent verbal and written communication skills; ability to work as an individual or as a team in a team environment; knowledge of Cisco routers, switches, and hubs; knowledge of network protocols; knowledge of firewalls and network securities; knowledge of Novell NetWare, Microsoft NT/2000/2003, and Unix/Solaris/Linux network operating systems; knowledge of desktop operating systems (Microsoft 98/2000/XP and Linux); knowledge of computer processes and capabilities, including programming languages and database management; knowledge of word processing software and ability to adapt it to the USDC – DC's needs; ability to perform routine hardware maintenance; skill in the use of standard office equipment, such as copiers, personal computers, and scanners; skill in administrative matters, such as file maintenance, record keeping and reporting; ability to move, connect, and troubleshoot automation equipment; and ability to perform other duties as assigned. A minimum of five years experience as a Local Area Network Administrator as well as Certified Cisco Network Associate (CCNA) are required. Certification in Enterasys/Cabletron a plus. Certifications in Microsoft (MCSE) and Novell (CNA/CNE) desirable.

Factor 2, Scope and Effect of Work:

The Local Area Network Administrator's work has an important impact on those serviced in the Clerk's Office and judicial chambers. Keeping the automated equipment operating effectively contributes to the overall productivity of the Court. The Local Area Network Administrator may implement new processes and programs from existing applications developed by OIT team members.

Factor 3, Complexity:

Identifying the cause of a problem is difficult because the customer cannot always explain how or what happened before the problem became known. Operator error is often the cause, yet internal and external customers expect the hardware or software to be fixed. When analyzing a customer's complaint, the Local Area Network Administrator must take into consideration unusual circumstances, variations in approach, and incomplete or conflicting data.

Factor 4, Work Parameters:

Normally, the project team leader and/or manager, or other automation staff with technical knowledge, are available to answer technical questions, although sometimes the Local Area Network Administrator is the only available source of information. The situation will determine where the Local Area Network Administrator will turn for assistance. Generally, the equipment and systems are standardized and operating manuals are available. If outside advice is needed, the automation training center staff, circuit executive staff, Administrative Office (AO) staff, and automation personnel at other courts may be contacted.

Factor 5, Personal Interactions:

The Local Area Network Administrator has regular contact with internal customers of the system in the Clerk's Office and judicial chambers. Outside contacts are with attorneys for the purpose of advising on automation issues. Technical contacts with automation personnel in other Courts, training centers, AO, and circuit executive's office are sometimes made concerning specific problems.

Factor 6, Environmental Demands:

Work is performed in a team office environment. Physical effort may be involved in moving, connecting, or troubleshooting equipment. Under emergency conditions and in times of strict deadlines, working hours may include non-business hours. Conditions include: standing, sitting, walking, lifting, crawling, twisting, turning, working on ladders, entering courtrooms, crawlspaces, and wiring closets with exposure to dust.

EDUCATION & CERTIFICATION

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree is a plus. CCNA a must. Enterasys/Cabletron certification a plus. Spanish is a plus.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in Long-Term Disability Plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo reference and background checks.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit via e-mail a cover letter, salary history, detailed resume, and writing sample to the following address:

DCD_HumanResources@dcd.uscourts.gov

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.
<http://www.dcd.uscourts.gov>